

# APPLICATION CHECKLIST

## FOR AN NPS VARIANCE REQUEST

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The process for seeking a variance to the Non-Point Source ordinance is described in §20.04.108 of the [City of Bee Cave Code](#).

- Summary letter that identifies the section of Code from which are you requesting a variance, describes the basic components of the request, and **separately addresses each of the following items** or the application will be returned as incomplete.
  - How the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property or owners; and
  - Why the variance would not prevent the orderly use of other land within the area.
  - How the conditions upon which the request for a variance is based are unique to the property for which the variance is sought, and are not applicable generally to other property;
  - How, because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the property owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
  - How an alternate design will generally achieve the same result or intent as the standards and regulations prescribed herein.
- Property Information
  - Location/Address
  - TCAD Property ID(s) (6 digit number): [http://www.traviscad.org/property\\_search.html](http://www.traviscad.org/property_search.html)
  - Legal Description
- Site Plan and relevant supporting calculations and visual or graphic documents
- Applicant and Property Owner Contact Information

